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**Cardiff University**

**School of Healthcare Sciences**

BSc Diagnostic Radiography & Imaging

Clinical Education Handbook

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**Introduction to Placement Handbook**

Dear student

The handbook will provide useful information and answers to frequently asked questions that previous students have raised in relation to learning in practice and clinical placements**.**

All diagnostic Radiology departments used as clinical placements within NHS and Non NHS providers will have completed an educational audit. This illustrates the collaborative partnership between the School of Healthcare Sciences and the Radiology Departments and demonstrates that the placements will deliver quality practice learning experiences enabling students to complete the required clinical portfolio competencies.

Clinical placements are an essential component of student learning experience. They enable students to apply theory into practice, developing fundamental into specialist competencies and transferable skills. You will be supported in the practice environment by a clinical lecturer and clinical staff who will be provide guidance, knowledge and expertise.

To make the most of all the learning opportunities available, students will need to embrace all opportunities in order to consolidate practice skills and enjoy the new challenges within the variety of clinical practice settings.

Clinical Lecturers

Diagnostic Radiography

**Section 1 Prior to Placement**

### 1.1 Disclosure and barring service and occupational health

In accordance with principles of The HcPC students must declare any changes to good health, good character and fitness to practise status **annually during the enrolment process** or **at any stage during the course when changes in status occur.**

For more information of the expectations students may consultant the HcPC website

<http://www.hpc-uk.org/aboutregistration/standards/character/>

http:www.hcpc-uk.org/assets/documents/10000DBDStandards\_of\_Proficiency\_Radiographers

Failure to disclose any changes to good health, good character or fitness to practise or study may mean students will be withdrawn from placement and or the programme immediately without prejudice, pending an investigation.

**1.2 Occupational Health Service**

Cardiff University Occupational Health Service offers a comprehensive programme of immunisations and vaccinations. Advice is freely available to all students on occupational health issues. An occupational health review is arranged for all students joining the programme and will take place in the first academic term. This is in preparation for placement and all students are required to attend this review and comply with any recommendations made by the Occupational Health Service. After periods of illness, it will be necessary to refer students to the Occupational Health Service prior to their return to placement practice.

**1.3 Third party disclosure of your personal information**

Approximately 50% of the programme is delivered in clinical practice settings and there will be a need to share some personal contact information with placement providers. This information is used to inform allocation of placements, or to contact students with details of induction information or allow them to prepare for a specific modality.. Please note placement providers are bound by the General Data Protection Regulation (May 2018) and will only use your information for the purposes outlined above. If there are any specific requirements that the placement provider will need to know regards risk assessment etc then these details will be shared with the providers. Students will be required to complete a form to enable the university to share this information. Form available on Learning Central, clinical modules.

**1.4 Mandatory training**

Prior to commencing placement, students must complete and pass the mandatory training sessions as detailed in the student portfolio. These sessions are delivered through a variety of formats including lectures, practical sessions in the clinical skills labs and also eLearning packages. (Moving & Handling, Information Governance, Infection Control and Basic Life Support (Adult/Child) with annual practice updates each year.

**Section 2 Practice Placement Learning**

**2.1- Organisation of Placement Learning**

The programme has been designed to allow interaction of academic studies with the clinical experience gained by the student. The placement learning modules provide learning opportunities for the student in clinical practice. These periods offer opportunities for the learners to reflect upon and consolidate their practice. They also provide the learner with an opportunity to integrate the knowledge and skills acquired and to further their development as a healthcare professional.

Placement Learning will consist of a total of 48 weeks and will take place at Level 4, 5 and 6 of the programme. Each academic year is divided into academic and placement learning blocks. The placement learning blocks vary in length from 4 to 8 weeks in duration. For the specific timing of the placements in relation to the academic year please see the Programme Handbook.

**2.2 Location of Placement Learning:**

The centres listed below are utilised for the placement learning of students due to the diverse nature of the experiences they offer. All hospitals participating in the placement learning programme of undergraduate student radiographers have equal opportunities and anti-discriminatory policies in place. Further details are supplied in the Appendix.

**Abertawe Bro Morgannwg University Health Board**

Morriston Hospital Singleton Hospital

Princess of Wales Hospital Neath Port Talbot Hospital

**Aneurin Bevan Local Health Board**

Royal Gwent Hospital Nevill Hall Hospital

Ysbyty Ystrad Fawr County Hospital

Chepstow Community Hospital

**Cardiff And Vale University Health Board**

University of Wales Hospital Llandough Hospital

Barry Community Hospital

**Cwm Taff Local Health Board**

Royal Glamorgan Hospital Princes Charles Hospital

Ysbty Cwm Rhondda Dewi Sant Hospital

**Hywel Dda Local Health Board**

West Wales General hospital Prince Philip Hospital

Withybush Hospital

**Powys**

Ystradgynlais Hospital Brecon War Memorial Hospital

**Private Hopsitals**

Nuffield Hospitals- Cardiff and Vale Hospitals

BMI Werndale Hospital: Bancyfelin

For detailed information on each of the centres see Appendix 1. Students may consider reviewing the hospital websites for further information.

**2.2.1 Student rotation**

Placement Learning is represented by the periods of the course which students spend in the clinical Radiology departments. During the three years of the course, each student will rotate through three radiology departments participating in the scheme. The students must complete a clinical year in one of the 3 major hospitals:

* University Hospital of Wales
* Morriston Hospital
* Royal Gwent Hospital

They can select from any other 2 hospitals.

**2.3 Selection, Notification and Changing Clinical Placements**

Prior to the first placement, the student has the opportunity to discuss the placement with the clinical team. They are allowed the opportunity to select their preferences, although there is no guarantee that they will received all of their choices. Advice will be taken from the occupational Health Service if there are any special provisions that need to be made in relation to student placements. The students are given the options for their placements within 3 weeks of the start of the programme. These placements are then formalised by the clinical lecturers and a 3 year plan is produced by week 4 so that the students are aware of their placements before their 1st clinical block in November. Unless a student can provide evidence of exceptional or a sudden change in circumstances, our expectation is that all students will attend the practice placement they have been allocated. Requests for changes will be considered but there is no guarantee of an alternative placement.

Any requests for changes should be directed to the Diagnostic Radiography Placement Lead at least 1 month before the placement starts.

**2.4 Contacting the placement**

The students will have the opportunity to meet their clinical lecturer before the 1st Clinical block at an induction session for clinical placement. The student will also be issued with their Clinical Progress record that will include details on assessments, competencies and feedback (Appendix ). The students do not have to directly contact each department but should be in contact with the relevant Clinical lecturer at the placement for any further information or requirements. The clinical lecturer will send the students a rota for the placement 2 weeks before so that the student will be aware of the areas they will be placed and any preparation required for the placement including the timing of possible assessments.

**List of Clinical Lecturers and Placements (Current**)

Karen Eckloff Princess of Wales and Neath Port Talbot Hospitals

Jason Elliott Morriston and Singleton Hospitals

Sian Hitchings/Richard Holford University Hospital of Wales/ Llandough Hospital

Julius Mallilay Prince Charles Hospital

Leeann Morgan Withybush Hospital

Carol Osman Royal Gwent and Nevill Hall Hospitals

Gareth Thomas West Wales General and Prince Phillip Hospitals

TBC Royal Glamorgan Hospital

**2.5 Travelling to Practice Placements**

Due to the geographic spread of the Radiology Departments across south Wales, it is inevitable that some students will need to travel longer distances to reach their placement than others. .Guidance regarding placement expenses can be found at:

https://learningcentral.cf.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content\_id=\_4509278\_1&course\_id=\_367982\_1

Claims must be submitted no later than three months of the last date of each individual placement, however, we would encourage students to submit claims at regular intervals.

**2.6 Accommodation for Placements**

If students are required to travel more than 1 hour to the placement then accommodation should be available. Accommodation can booked through: HCAREplacementaccommodation@cardiff.ac.uk

The placement team require 1 month notice for bookings. Alternatively, students can book their own accommodation. Guidance on claiming for accommodation can be found at:

**Section 3 Placement learning and supervision**

**3.1 Placement Learning Outcomes**

The Learning Outcomes describe what the students should be able to do on completion of the module.

The Learning Outcomes for each of the levels of study during placement learning have been designed by a partnership of clinicians from specific clinical areas and academic staff. Both general outcomes for placement learning and specific outcomes for each location were jointly agreed. They are designed to ensure that students are developing clinical reasoning skills incorporated within the problem solving process.

There are learning outcomes for Level 4, 5 and Level 6 of the programme. There will be General Learning Outcomes for each Level, which will apply to every placement of that level. Each level will be assessed using its own criteria.

The learning outcomes for Level 4, 5 and Level 6 of the programme (See programme handbook).

The students are issued with a clinical folder before starting placement containing the learning outcomes, placement assessments, and placement induction information. List of the placement folder elements are given in Appendix 2.

In order to ensure that each student is supported throughout their placement learning, each centre of placement learning has a clinical lecturer. In addition to the clinical lecturer there may be designated clinical staff acting as mentors for students.

Clinical staff within the hospital department receive training and regular updates regarding the provision of placement learning. Placement learning and supervision is provided by radiographers registered with the Health and Care Professions Council.

Students are encouraged to discuss with their clinical lecturer or personal tutor any issues that cause personal concern or sensitivity in the clinical environment so that support may be made available if required.

**3.2 Roles and Responsibilities of Staff involved in Placement Learning**

The following is a synopsis of the roles and responsibilities of the parties involved in Placement Learning.

**3.2.1 Role of the Placement Lead**

Has overall responsibility for the co-ordination of the Diagnostic Radiography and Imaging Placement Learning Programme and clinical assessment

* Assist in the development of clinical educators.
* Prepare new placements for placement learning.
* Be available to respond to any educational emergency that arises during Placement Learning.
* Give educational support and advice to clinical educators.
* To maintain a database of placements and monitor any changes to availability.
* To liaise with the service to secure new placements and maintain existing ones.
* To create a framework for clinical education.
* To monitor and evaluate Placement Learning within the Programme.
* To lead the clinical team in order to manage the clinical educator training and support with appropriate documentation.
* To be the contact point for both clinicians and students.
* To convene regular Clinical Lecturer team meetings
* Works in liaison with fellow placement learning Co-ordinators within the school.
* To organise the 3 year placement plan and facilitate any changes

**3.2.2 Role of the Clinical Lecturer**

The role of the clinical lecturer is to:

* To act as a communication link between the School and the centre of placement learning
* Produce, with the learner and using the college guidelines, a set of learning outcomes for the clinical placement
* Manage, Plan and provide the learning experiences necessary to fulfill the learning outcomes
* Support and facilitate learning.
* Provide constructive feedback for the learner
* Monitor the progress of the learner
* Participate in the Quality Assurance procedure of the College
* Provide motivation, pastoral support and guidance
* Provide educational support and advice to the learner and placement educator
* Manage and perform the assessment of the placement learning modules
* Promoting effective links between the university and the NHS
* Inform the placement co-ordinator of any problems related to the placement

**3.2.3 Role of the Learner**

The role of the learner is to:

* Attend the whole placement and be open to the variety of teaching and
* learning situations.
* Perform self-directed study outside the usual working hours.
* Be professional throughout the placement.
* Participate in the assessment procedures.
* Complete the clinical diary section of the portfolio.
* Participate in the Quality Assurance procedures.

**Section 4 Professional Responsibilities**

**4.1 Attendance**

Minimum hours of attendance per annum are specified and monitored by the resident clinical lecturers for each centre placement learning. The students are expected to attend for 35 hours per week ( Students are not expected to work on bank holidays but may do so if working back hours). The opportunity for out of hours work is promoted and expected. Where students are expected to work after 10pm at night accommodation will be required. Details on the minimum number of hours are available in the programme handbook.

**4.2 Sickness or Absence**

If students are sick/absent please contact the placement (before the shift commences) on the first day and inform the School by emailing HCAREStudentAbsence@cardiff.ac.uk. Students should also email the appropriate placement Clinical lecturer.

Students must include the information below when e-mailing:

Name: , ID Student Number, Programme, Intake, Placement, Reason for Sickness/Absence, & Personal Tutor

For sickness absence that lasts 1 -5 days - a self-certificate (SAN) form should be completed and given to the programme support team as soon as possible or e-mail it to HCAREStudentabsence@cardiff.ac.uk.

For illness that lasts 6 days or more a Medical/Fit to Work Certificate from a GP/Doctor is required and handed to the programme support team as soon as possible.

Absence for more than ten consecutive working days, -Students must speak to the Personal Tutor or Programme Lead. Absence due to illness for periods longer than ten consecutive days must be supported by a medical certificate provided and signed by a medical practitioner. It may require an interruption of study. Any queries should be directed to the Personal Tutor or Programme Lead.

**4.3 Uniform**

Students are expected to wear the uniform provided by the university unless advised otherwise by the placement area. Students considered inappropriately dressed may be sent off-duty and be reported absent. Any such absences will need to be made up. If inappropriate dress or any other failures of the principles set out within the All Wales NHS Dress code is a persistent problem, the Programme Manager will be informed, and students may be referred to a Fitness for Practice panel. Students will be issued with 3 tunics and 3 trousers.

Some clinical departments do not have changing facilities but students should not wear uniforms outside the clinical departments.

Students are expected to follow the ‘bear to elbow’ policy while working within the clinical departments.

**4.4 Confidentiality**

Students must respect a person’s right to confidentiality at all times. Information must not be disclosed to anyone who is not entitled to it particularly those outside of the placement area in public places, travelling on buses/trains, in your own home or on social networking sites.

Guidelines on confidentiality are included in course/module handbooks and policy of the placement provider. This includes anonymising any information in coursework or assessments that may otherwise directly or indirectly identify people, staff, relatives, carers or placement providers.

Students should also think carefully about what personal information they disclose to patients/clients, or carers/relatives about yourself.

**4.5 CLINICAL PLACEMENT CHARTER**

**What is expected from students on placement**

* Students are expected to be at their room placement 10 minutes before the start of the working day and assist the radiographers with room preparation.
* In the event of sickness the clinical department **must** be informed. You must also email hcarestudentabsences@cf.ac.uk and the clinical lecturer at the placement site. Failure to do so will be considered as a Fitness to practice issue.
* It is polite to inform the area in which you are working of your absence.
* Requests for time off must be agreed with the clinical lecturer. These hours must be worked before the time is given. Any extended time off must be discussed with the clinical co-ordinator (Karen Eckloff).
* Students are expected to actively pursue completion of objectives and the clinical progress record.
* Students are expected to ensure a radiographer is responsible for supervising them.
* This process must be adhered to in order to justify the procedure in line with the IR(ME)R 2017 Regulations.
* Students are expected to complete tasks before leaving the department

**What students can expect from staff on placement**

* Radiographers are responsible for supervising the actions of students. Requests must be justified and images checked by the **same** radiographer. . Radiographers will be required to verify the competence of a student in certain areas. Radiographers will not sign objectives or clinical progress record unless they are happy with a student’s performance. Constructive feedback should be given when this occurs.
* If dangerous or unacceptable practice occurs the radiographer will counsel the student and report the incident to the clinical lecturer.
* During busy times the student may be required to observe practices rather than participate. This should be followed up by discussion where appropriate

**Section 5 Quality Assurance**

Quality Assurance (QA) procedures for Placement Learning have been developed in line with the framework provided by the School of Healthcare Studies Academic Quality Standards Committee, the standards recommended by the Quality Assurance Agency for Education (2001).

**5.1 Monitoring of Quality**

The Learning in Practice Committee will monitor Quality Assurance procedures for Placement Learning.

The process will utilise information from the following:

* Placement Learning Evaluation Forms completed by Learners after each placement (See appendix )
* Staff at placement learning centres
* Regular Clinical Lecturer meetings
* Learner Placement Assessment Form completed by clinical educators and clinical lecturers for each learner on placement. ( See Appendix 5)
* Annual Audit Process ( See Appendix 3)

**5.2 Staff at Placement Learning Centres**

The input from clinical staff working alongside Cardiff University students as they gain their clinical experience is invaluable. Their views are relayed by the clinical lecturers and link tutors thus enabling the course to remain focussed on current clinical practice at all times.

**5.3 Placement Learning Committee**

This group meets on an annual basis and provides a discussion forum for the lecturers and radiotherapy / radiography service managers from the hospitals and units where the students receive their clinical education.

Terms of Reference

To:

* provide a forum for discussion of matters pertaining to radiography education;
* identify and consider trends in radiography and determine how they may be developed to the benefit of total patient care;
* encourage close communication and co-operation between lecturers of the SOHCS and the staff of the clinical departments;
* identify post registration education needs and consider ways in which these needs may be fulfilled.

**5.4 Evaluation of Placements**

Students are asked to complete a placement evaluation questionnaire during each placement learning block (Appendix 4).

Results of the data collection are analysed and disseminated. Feedback is provided for the clinical departments and clinical managers

**Section 6 Diagnostic Radiography Departments**

**6.1 Health & Safety**

Students will be expected to complete a placement checklist (see Clinical Education Journal) at each clinical placement. This means that the student will be required to read the following documents in order to be aware of and to be able to act upon the contents.

. Local rules and IR(ME) Regulations

. Departmental Protocols

. Health & Safety Regulations

. Fire Policy

Students are responsible for reporting accidents, which occur either to themselves, patients in their care, colleagues or visitors.

All students who have sustained an injury or are receiving medical treatment for an illness or on going injury must advise their personal tutors as soon as possible.

Students will be issued with the Clinical Placement Department Health & Safety Policy and are required to read the document in order to be aware of and be able to act upon its contents. ( Part of the Induction process).

**6.2 Radiation Protection**

In view of the hazards of ionising radiation there is a need to minimise the radiation dosage to patients and staff. Aspects of radiation protection are emphasised during the course and form part of the curriculum

Personal dosimetry monitoring is implemented by issuing students and staff with a film badge which MUST be changed every 2 month. This is a mandatory requirement and failure to comply may result in a fine or disciplinary action.

**6.3 Student Supervision**

When undertaking clinical education placements it is essential that students ensure the supervising radiographer, who must be HcPC registered is aware of what examinations they are undertaking at all times, in order that IR(ME) R 2017 regulations may be adhered to. This is to make certain that the request for a radiographic examination has been justified.

**6.4** **Infection Control**

Students should not attend placement if they are unwell. Adherence to the NHS University Health Board / Placement provider policies in relation to diarrhoea and vomiting is essential – these illnesses have the potential to spread very quickly amongst ill / compromised patients and can result in fatalities. Most NHS Health Board / placement partner Infection Control policies will usually be to ‘stay away home until you have been symptom free for at least 48 hours’.

**6.5** **Raising and Escalating Concerns**

Staff and students have a professional duty to report any concerns which put the safety of the people in their care or the public at risk. Speaking up on behalf of these groups is an essential part of the role, and just as raising genuine concerns represents good practice, ‘doing nothing’ and failing to report concerns is unacceptable. Health Inspectorate Wales (HIW) has also published useful guidance:

http://hiw.org.uk/docs/hiw/guidance/160613whistleblowingleafleten.pdf

The school has developed a clear procedure and an incident report which you should complete when raising your concerns:

https://learningcentral.cf.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content\_id=\_3988525\_1&course\_id=\_367982\_1

**APPENDICES**

# APPENDIX 1

# Details on Clinical Placements

**Abertawe Bro Morgannwg University Health Board (East)**

**Neath Port Talbot Hospital**

Neath Port Talbot Hospital opened in December 2002 and is a 250 bed hospital situated to the east of Swansea, approximately 35 minutes from Cardiff. It provides district general hospital services for Neath, Port Talbot and surrounding valleys. The department prides itself on being student centred and is keen to encourage student participation in all aspects of radiography.

The hospital has a local accident and emergency unit, so students are offered the opportunity to visit the Princess of Wales Hospital for more trauma and orthopaedic theatre experience.

The radiology department is-digital and comprises: -

* four general rooms (outpatients, GP’s dentals and A/E);
* fluoroscopy room;
* ultrasound rooms;
* CT;
* nuclear medicine;
* breast imaging.
* MRI

**Validated for 5 students per intake**

# Key Staff

Clinical director Dr Sian Phillips

Directorate Manager Sharon Robinson

Operational Manager Marie Rees

Superintendent (US) Debbie Rees

Superintendent (CT) Cleona Rees

Superintendent MR Janine Sparkes

Clinical Lecturer Karen Eckloff

**Useful Telephone Numbers Hospital number (01639)76(extension)**

Radiology Services Manager 2022

Viewing Room 2292

Clinical Lecturer EckloffKJ@cf.ac.uk

Emergency Number 2222

**Facilities**

**General**

The students have access to all departmental facilities. There is no dedicated student room. The hospital has a dining area and coffee shop. There is a small hospital shop for newspapers and a gift shop. Cash point facilities are available at the hospital for all major banks. A range of shops is within walking distance and Port Talbot town centre provides all other amenities.

**Study**

Students have access to the departmental library, which contains a small range of books and journals. Computers and photocopying facilities are available to students in the department.

The post graduate library facilities are open from 9.00am – 5.00pm. After this time access is available using a key code. Computers and internet access is available in the library.

**Hospital Accommodation**

Accommodation is available not available on site, however, the hospital is easily accessible from Cardiff by road or public transport.

**Travel**

Travel directions, and other information, will be provided by the clinical lecturer prior to the student’s placement. Car parking will be organised on arrival.

Further Details on the Department can be found on Learning Central in the clinical modules.

**Princess of Wales Hospital Bridgend**

The Princess of Wales Hospital is a district general hospital situated in Bridgend, approximately 30 minutes from Cardiff. The hospital provides a comprehensive range of services for the local community. The hospital staff are keen to create an environment to enhance student’s experience of radiography. The students are also placed at Maesteg Hospital a community hospital with a single room Radiology department.

The radiology department is all digital and comprises:

* four general rooms (ED, GP’s Inpatients and outpatients);
* two fluoroscopy rooms (barium studies, specialised screening
* Cardiac Catheter Lab;
* Six ultrasound rooms;
* 2 CT Scanners;
* MRI;
* nuclear medicine;
* Maesteg Hospital( General Inpatients and GP patients)

Validated for 6 students per intake

# Key Staff

Directorate Manager/Operational Manager Sharon Robinson

Superintendents (General) Liz Johnson

 (CT) Sarah Maund

 (US) Debbie Rees

 (PACS) Gareth Goff

Clinical Lecturer Karen Eckloff

Link Tutor Hywel Rogers

**Useful Telephone Numbers Hospital number (01656) 752752**

Superintendent Radiographer 2426

Viewing Room 2428

Clinical Lecturer EckloffKJ@cf.ac.uk

Emergency Number 2222

**Facilities**

**General**

The students have access to all departmental facilities. There is no designated student room The hospital has a dining area and coffee shop. There is a small hospital shop for newspapers and a gift shop. Cash point facilities are available at the hospital but there is a charge of £1.50. The hospital is within walking distance of Bridgend town centre.

**Study**

Students have access to the departmental library which contains a small range of books and journals. Computers and photocopying facilities are available to students in the department.

The post graduate library facilities are open from 9.00am – 5.00pm, after this time access is available using a key code. Computers and internet access are available in the library.

**Accommodation**

Accommodation is available on site; however, the hospital is easily accessible from Cardiff by road or public transport.

**Travel**

Travel directions, and other information, will be provided by the clinical lecturer prior to the student’s placement. Car parking will be organised on arrival.

Further Details on the Department can be found on Learning Central in the clinical modules.

**Abertawe Bro Morgannwg University Health Board West/ SWANSEA)**

**Morriston Hospital, Swansea**

Morriston Hospital is located on the north side of Swansea and is approximately 45 minutes away from Cardiff. It is an acute general hospital with 800 beds, providing services for the population of Southwest Wales. The radiology department has 60 radiographers with 22 imaging rooms.

The radiology department is divided into four different areas:

**Main Department**

General rooms, theatre and mobile radiography, fluoroscopy rooms, ultrasound, CT, MRI, nuclear medicine and angiography suite.

**Outpatients Department**

General and dental rooms.

**Accident & Emergency Department** 24 hour cover provided.

**Cardiology Department**

Cardiology suites and pacing room

Validated for 8 students per intake

# Key Staff

Clinical Director Dr D Markham

Directorate Manager Post currently vacant

Radiology Services Manager Greg Whittle

Key Superintendents Gail Davies (A&E)

 Julie Davenport/ Sarah Dyer (Gen)

 Paula Shepherd (OP)

Clinical Lecturer Post currently vacant

**Useful Telephone Numbers**

Hospital Number 01792 702222

Radiology Services Manager 01792 703146

Main Radiology Office 3137

General Radiology 3134

Out Patients Department 3109

Accident and Emergency 3388

Clinical Lecturer

Emergency Number 2222

**Facilities**

**General**

The students have access to all departmental facilities. The hospital has a dining area with coffee shop, which is open over a wide range of times. A sandwich bar is situated in the Out Patients Department and a WRVS shop at the main entrance to the hospital. Cash point facilities are available at the hospital, for all major banks. Entrance concourse includes Costa Coffee, Subway, WH Smith. A range of shops, pubs and leisure facilities are some distance away in Morriston.

**Study**

The students have a designated room where they can relax or study. The departmental library contains a computer and a small range of text books, a seminar room also contains a computer. Postgraduate library facilities are available with computer access in the library. Photocopying facilities are available to students in the department.

**Accommodation**

Students who require accommodation can be placed locally, situated within reasonable distance of the hospital.

**Travel**

Travel directions, and other information, will be provided by the clinical lecturer prior to the student’s placement.

Car parking permits are organised for students on arrival at the hospital.

**Singleton Hospital, Swansea**

Singleton Hospital is located on the south side of Swansea and is approximately 55 minutes away from Cardiff. It is a district general hospital with 700 beds, providing services to the population of Swansea and West Glamorgan. Staff are supportive of students who are placed in the department, encouraging them to take their place in the departmental team.

The hospital is a sub-regional centre for South West Wales for Radiotherapy and Oncology (BSc (Hons) Radiotherapy and Oncology students will also be placed at the hospital), Medical Physics, ENT, and paediatrics. It also provides clinical experience in other more general areas, but there is no trauma department.

The radiology department is predominately based in one area comprising of:

* general rooms;
* fluoroscopy rooms;
* ultrasound rooms;
* CT;
* MRI;
* Mobiles and theatre.

Student radiographers will be given the opportunity to participate in accident and emergency radiography at Morriston hospital. Some nuclear medicine rotations are completed in the Medical Physics department.

Validated for 5 students per intake

# Key Staff

Clinical Director Dr Markham

Directorate Manager Victoria Little

Radiology Services Manager Vacant

Department Superintendents / Susan Taylor

Superintendent (CT) Claire Hammond

Superintendent (Fluoroscopy) Shaun Davies

Clinical Lecturer Jason Elliott

**Useful Telephone Numbers**

Radiology Services Manager 5640

Viewing Room 5268

Accommodation Officer 5380

Clinical Lecturer direct 02920 687540 (Skype mobile)

Emergency Number 2222

**Facilities**

**General**

The students have access to all departmental facilities. The hospital has a dining area with coffee shop, which is open over a wide range of times. A coffee shop, bakery and newsagents are situated in the main entrance to the hospital and a WRVS shop to the rear.

No cash point facilities are available at the hospital. The nearest bank and cash point facilities are on Swansea university campus, which is situated in Singleton Park adjacent to the hospital. The university campus is open to students and pubs, restaurants and leisure facilities are within walking distance.

**Study**

Students may use several areas for study. A study room is situated remote from the department, with access via the clinical lecturer.

The post graduate library facilities are available with computer and internet access. There is a limited departmental library with books and journals. Computers and photocopying facilities are available to students in the department.

**Accommodation**

Accommodation is available on site, Accomodation is often provided off-site.

**Travel**

Travel directions, and other information, will be provided by the clinical lecturer prior to the student’s placement. Car parking permits are organised on arrival.

**Aneurin Bevan Local Health board**

**Nevill Hall Hospital Abergavenny**

Nevill Hall is a district general hospital and was opened in 1970. It serves a population of approximately 230,000 from Blaenau Gwent, South Powys, North Torfaen, Monmouthshire and some of South Gloucestershire. The hospital has 450 beds and a busy 24 hour Accident and Emergency department.

The hospital, within its own pleasant grounds, is situated on the edge of the popular market town of Abergavenny and overlooks beautiful countryside. The hospital is approximately 30 miles from Cardiff.

This well equipped department comprises of:

* general rooms;
* fluoroscopy rooms;
* mammography;
* ultrasound;
* CT;
* MRI;
* nuclear medicine;
* mobile and theatre;
* accident and emergency.

Validated for 6 students per intake

# Key Staff

Director of Radiology Dr F Williams

Radiology Services Manager Mr Andrew Carter

Clinical Lecturer Mrs Carol Osman

# Useful Telephone Numbers

Nevill Hall Hospital 01873 732732

Viewing area 01873 732349

Clinical Lecturer 01873 732349

Superintendent radiographer 01873 732343

Front desk 01873 732344

# Facilities

# General

There is a staff canteen that offers a variety of snacks all day and provides cooked meals. Vending machines are also available and accessible 24 hours a day. A league of friends shop is available in the main out-patients hall for tea / snack etc. There is a WRVS shop. There is ample staff car parking.

**Student**

There is a student’s tutorial room which houses a PC, books and journals and a film library. There is also an education centre with lecture theatres, up to date facilities and a well equipped library. There are also study materials within the department. Photocopy facilities are also available.

**Accommodation**

There is limited on-site accommodation. Local accommodation may be utilised.

**Travel**

Travel directions, and other information, will be provided by the clinical lecturer prior to the student’s placement.

**Royal Gwent Hospital**

The Royal Gwent Hospital is a 750-bedded district general hospital. It is sited in the city of Newport and serves the population of South Gwent and the Gwent valleys. The hospital is approximately 12 miles from Cardiff. Most radiology services for the district are provided at the Royal Gwent Hospital with additional services provided by smaller hospitals throughout the area.

The radiology services within the hospital are provided in five separate departments:

Main X-ray General rooms;

Fluoroscopy rooms;

Ultrasound;

Theatre and mobile radiography.

Outpatient Department: General Room

 M.R.I.

Dental radiography;

Mammography.

Accident and Emergency Department – 24 hour cover

Fracture and Orthopaedic Department

C.T. and Nuclear Medicine Department

Satellite Hospitals: Ysbty Ystrad Fawr- Ystrad Mynach

 St Woolos- Newport

 County Hospital- Pontypool

 Chepstow Community Hospital- Chepstow

Validated for 9 students per intake

**Key Staff**

Clinical Director Dr

Departmental Manager Ms Sangrit Drogba

Clinical Lecturer Mrs Carol Osman

Superintendent (A&E) Ms Kay Joy

Superintendent (CT) Ms Nicky Jones

Superintendent (MRI) Mr John Furnish

Link Tutor Mr Mark Linehan

**Useful Telephone Numbers**

Clinical Lecturer 01633 234343

Main X Ray (viewing room) 4343 / 4325

**Facilities**

**General**

The hospital dining room and snack bar are available for all staff. There are no cash point facilities on site but there are several banks in the town a short walk away along with a full range of leisure facilities including many high street shops, pubs, clubs and a leisure centre.

**Study**

Students have access to the hospital library which contains a comprehensive book / journal library, CD-ROM and video library. A seminar room with P.C. is available in the department for study and tutorial purposes. The clinical lecturer’s office holds a small library of radiographic books and journals.

**Accommodation**

There is no on-site accommodation. The hospital is easily accessible from Cardiff.

**Travel**

Travel directions, and other information, will be provided by the clinical lecturer prior to the student’s placement.

**Cardiff & Vale University Local Health Board**

**University Hospital Llandough**

University Hospital Llandough is a district general hospital situated on the outskirts of Cardiff with approximately 600 beds. It comprises in-patient and out-patient services covering a range of medical specialties. The hospital houses the Cardiff and Vale Orthopaedic Centre. The campus also accommodates Hafan Y Coed; a large adult mental health unit. There is a further ancillary Radiography Department at Barry Minor Injuries Unit, to the west of the city, comprising a single DR General Radiography room.

University Hospital Llandough is validated to place 6 students at a time.

The Main Radiology Department comprises of:

• 3 DR General Radiography Rooms;

• 2 Fluoroscopy Rooms;

• Regional Breast Imaging Centre;

• CT;

• Nuclear Medicine Suite;

• Ultrasound;

• Theatre Image Intensifier and Portable Radiography Facilities.

The Cardiff and Vale Orthopaedic Centre Radiology Department comprises of:

• 4 DR General Radiography Rooms;

• Ultrasound

• MRI

• Theatre Image Intensifier and Portable Radiography Facilities

**Key Staff**

Clinical Director Dr Andy Wood

Departmental Superintendent Lesley Harris

Deputy Superintendent Erica Groves

Superintendent Radiographer US Wendy Williams

Superintendent Radiographer CT Chris Corscadden

Superintendent – Nuclear Medicine Nicola O’Callaghan

Clinical Lecturers Sian Hitchings & Richard Holford

Link Tutor Linda Mutema

**Useful telephone numbers**

Hospital number 029 20711711

Cardiac Arrest 2222

Fire 3333

Lesley Harris 6855

General Office 5272

Radiographers 5273

**Facilities**

**General**

The main hospital catering facilities are situated on the ground floor between the radiology department and the main hospital entrance. The dining room is open for breakfast and lunch with a limited evening service. Within the hospital concourse is a small shop, fruit and vegetable stall, post box and café. Students may also use the radiology staff room at break and lunch times.

**Study**

There are study facilities that are shared with staff in the department. Computer and printing facilities are available.

**Accommodation**

There is no on-site accommodation available.

**Travel**

Travel directions, and other information, will be provided by the clinical lecturer prior to the student’s placement. University Hospital Llandough and Barry Minor Injuries Unit can be readily accessed using public transport.

**University Hospital of Wales**

The University Hospital of Wales opened in 1971. It is placed north of the city centre within the Heath Park Campus. The University Hospital of Wales covers in-patient and out-patient services across all medical specialties. The hospital is the largest in South Wales and has around 50 adult wards, 30 theatres and a bed capacity of over a 1000. The University Hospital of Wales has the second busiest Emergency Department in the U.K., and is the largest Trauma Centre in Wales. The campus also includes the Children’s Hospital for Wales and the University Dental Hospital. There is a further ancillary Radiography Department at the Cardiff Royal Infirmary, within the centre of the city, comprising a single CR General Radiography room.

University Hospital of Wales is validated for 16 students

The Main Radiology Department consists of:

• 3 DR General Radiography Rooms;

• 2 Fluoroscopy Rooms;

• 2 CT scanners;

• Nuclear Medicine Suite;

• PET Imaging Centre;

• 12+ Ultrasound Rooms;

• 2 Vascular/Neuro Interventional Imaging Suites;

• Medical Physics – including DEXA and Doppler;

• Theatre Image Intensifier and Portable Radiography Facilities.

The Emergency Radiology Department consists of:

• 4 DR General Radiography Rooms;

• DR OPT Unit;

• Ultrasound room;

• CT Scanner;

• MRI Scanner;

• Portable Radiography within the Resuscitation suite

The Children’s Hospital for Wales Radiology Department consists of:

• DR General Radiography Room;

• Fluoroscopy Room

• MRI

• Ultrasound

• Theatre Image Intensifier and Portable Radiography Facilities.

**Key Staff**

Clinical Director Dr Andy Wood

Radiology Manager Kathy Ikin

Professional Head Alison Bax

Superintendent Radiographer Carole O’Shea

Superintendent Rad. - Neuro/Vascular Penny Lloyd

Superintendent Rad. - Ultrasound Nerys Thomas

Superintendent Rad. - A & E Tracey Morris

Superintendent Rad. - Dental Ruth Burt

Superintendent Rad. - Nuclear Medicine Mike De Wet

Superintendent Rad. - PET Lee Bartley

Superintendent Rad. - CT Sian Hewson

Superintendent Rad. - MRI Marie Glyn Jones

Lead Fluoroscopy Radiographers Pete Smith & Jo Fleming

Nursing Manager Pamela Saunders

Directorate A/C Manager Samantha Morris

Reception Manager Julie Rees

Clinical Lecturers Sian Hitchings & Richard Holford

Link Tutor Linda Mutema

**Useful Telephone Numbers**

Main X-Ray Centre 3027

X-Ray Superintendent 3024

X-Ray Staff Room 4861

Ultrasound 4557

Accident and Emergency X-Ray 8072

Cardiac Arrest 2222

**Facilities**

**General**

The hospital Concourse at the main entrance to the hospital provides a post office, ATMs, a fruit and vegetable stall, several cafes and eating places and a variety of shops. There are several additional places in which to eat within the hospital including Y Gegin and several Aroma Cafes.

**Study**

In addition to the facilities within the SOHCS and the Cochrane Health Library, the University Hospital of Wales has a designated Resource Room which has a range for radiological and radiographic texts for access by students, as computer and printing facilities. The Resource room is located in Emergency Radiology.

**Cwm Taff University Health Board**

**Royal Glamorgan Hospital**

The Royal Glamorgan Hospital is situated at Ynys y Plwm, 1 mile north of Talbot Green. It is a 530 bed hospital and serves a population of 200,000. The Radiology Department undertakes approximately 100,000 examinations per annum and comprises of 14 rooms. The Radiography department utilises CR. The hospital is approximately 12 miles from Cardiff.

The department comprises of:

* general rooms;
* fluoroscopy;
* MRI;
* CT;
* nuclear medicine;
* theatre and mobiles.

Validated for 6 students per intake

**Key Staff**

Clinical Director Dr P. Wardle

Radiology Services Manager Mr C Kalinka

Radiology Deputy Mr P Johnson

Clinical Lecturer Rachel Richards/ Stuart Baines

**Useful Telephone Numbers**

Royal Glamorgan Hospital 01443 443443

Directorate Manager 4426

Superintendent Radiographer 3362

Reception 3560

Staff Room 4412

Viewing area 4402

Clinical lecturer 3122

**Facilities**

**General**

Coffee lounge / dining facilities are sited at the hospital. The students have access to the Radiology staff room.

**Study**

A seminar room is provided and students have access to all departmental libraries. Computer facilities are available within the department and students are encouraged to join the hospital library where internet access is available.

**Accommodation**

Unavailable at this site. However, the hospital is easily accessible from Cardiff and surrounding areas.

**Travel**

Travel directions, and other information, will be provided by the clinical lecturer prior to the student’s placement.

**Prince Charles Hospital, Merthyr Tydfil**

Prince Charles Hospital is a large district general hospital serving the communities of the Merthyr, Cynon Valleys, and the northern area of the Rhymney Valley. Radiology services are concentrated at the main site in Merthyr, with small radiography departments at Mountain Ash Hospital and St. Tydfil’s Hospital in the town centre. Aberdare Hospital offers ultrasound services. The hospital is approximately 24 miles from Cardiff.

The department comprises of:

|  |  |
| --- | --- |
| * general radiography
 | * fluoroscopy
 |
| * accident and emergency radiography
 | * CT
 |
| * interventional radiography
 | * nuclear medicine
 |
| * dental radiography
 | * mammography
 |
| * theatre and mobile radiography
 | * ultrasound
 |
| * quality assurance of all modalities
 |  |

Validated for 6 students per intake

**Key Staff**

Clinical Director: Dr P. Wardle

Radiology Services Manager: Mr C. Kalinka

Deputy Radiology Services Manager Vacant Post

Clinical Lecturer: Mr Julius Mallilay

**Useful Telephone Numbers**

|  |
| --- |
| Prince Charles Hospital, X-ray reception : 01685 728284 (from outside) |
| X-ray reception (internal) 8284 | Viewing area 8384 |
| Clinical lecturer 8376 | Staff room 8282 |

**Facilities**

**General**

Changing rooms and staff room and all the facilities within are shared with department staff. The restaurant facilities are available to all staff. There are no on-site banking facilities, but there are cash points in the town centre and at the nearby Asda superstore.

**Study**

The main site in Merthyr has a multi disciplinary training unit, which has full library facilities providing a wide variety of books, journals and CD-ROM access. The radiology department has its own small library primarily consisting of radiology journals, which is available for use by the students. The clinical lecturer has his own office, with a dedicated student PC and is available for students to use for study.

**Accommodation**

Accommodation is available on site in the staff residences.

**Travel**

Travel directions, and other information, will be provided by the clinical lecturer prior to the student’s placement.

Further information can be obtained from the cwm taff web site.

This site also contains maps and detailed travelling instructions from all major areas by bus train and car.

**Hywel Dda Local Health board**

**Glangwili General Hospital, Carmarthen**

Glangwili General Hospital is located in the market town of Carmarthen. It is the largest District General Hospital in West Wales with approximately 400 beds and provides health care services for the people of Carmarthenshire, Pembrokeshire and Ceredigion. It is approximately 65 miles from Cardiff.

 The radiology department has CR technology and comprises of:

* general rooms;
* CT scanning;
* ultrasound;
* mammography;
* Fluoroscopy;
* Theatre
* MRI

Validated for 5 students per intake

**Key Staff**

Radiology Services Manager Ms. Amanda Evans

Superintendent Mr Peter. Davies

Deputy Superintendent Mrs Lisa Jones

Clinical Lecturer Mr Gareth Thomas

**Useful Telephone Numbers**

X-ray Department Reception 01267 227645

Superintendent Radiographer 01267 227646

**Facilities**

**General**

Students have use of all departmental facilities. The hospital has a dining room, Costa coffee shop and small shop selling newspapers, snacks and toiletries. Vending machines for snacks and cold drinks are available throughout the hospital. The town centre is approximately 20 minutes walk from the hospital.

**Student**

The clinical lecturer / student room is available for periods of study. A range of textbooks is available in this room together with a computer providing internet access. The department has textbooks at various locations throughout the department and a library of radiology journals. The hospital library provides photocopying and literature search facilities.

**Accommodation**

This is provided in the nurses’ home adjacent to the main hospital. Each floor of the nurses’ home has security coded access and there is a laundry room (coin operated) available to students. Access after 11-00pm is via the Hospital Casualty entrance only.

Other accommodation is available nearby.

**Travel**

Travel directions, and other information, will be provided by the clinical lecturer prior to the student’s placement.

**Prince Phillip Hospital, Llanelli**

Prince Philip Hospital is located in the town of Llanelli. It is district general hospital with 340 beds and provides health care services for the population of Carmarthenshire. It is approximately 50 miles from Cardiff. This is a busy, modern department which has had much of the equipment replaced over recent years.

The department has CR facilities and comprises of:

* general room;
* fluoroscopy;
* mammography;
* theatre;
* CT;
* MRI;
* Ultrasound.

 Validated for 5 students per intake

**Key Staff**

Radiology Services Manager Ms. Amanda Evans

Site Lead Radiographer. Mr. Mark Davies

Deputy Superintendent Mr. Saeid Moggaddham

Clinical Lecturer Mr Gareth Thomas

**Useful Telephone Numbers**

X-Ray Reception 01554 783261

Superintendent Radiographer 01554 783263

**Facilities**

**General**

The students have the use of all departmental facilities. There is a hospital dining room and a small shop selling snacks, drinks and newspapers. There is no bank on site, but a cash-dispensing machine is available. The town centre is approximately 2 miles away.

**Student**

The clinical lecturer/students room is available for periods of study and contains a range of textbooks and journals. Computing facilities are available within the department and library. The hospital library will provide photocopying and literature search facilities.

**Accommodation**

Accommodation is provided either on site within the hospital accommodation block or in the local area.

**Travel**

Travel directions, and other information, will be provided by the clinical lecturer prior to the student’s placement.

**Withybush Hospital, Haverfordwest**

Withybush Hospital is located in the town of Haverfordwest. It is a District General Hospital with 250 beds, providing acute services with 24 hour Accident and Emergency cover. There are also 2 community hospitals with Radiology facilities. It is approximately 100 miles from Cardiff.

The department is CR and comprises of:

* 2 General Rooms
* A&E x-ray room
* Fluoroscopy Room
* CT
* Nuclear Medicine
* Ultrasound
* MRI
* Mammography
* Mobile and Theatre radiography

Validated for 5 students per intake

**Key Staff**

Director of Radiology Dr Liaquat Khan

Acting Radiology Manager Amanda Evans

Clinical Lecturer Leeann Morgan

**Useful Telephone Numbers**

Withybush Hospital, general area, 01437 773279

Radiology Manager, Barry Denton, 01437 773383

Clinical Lecturer, Leeann Morgan, 01437 773279

Email: Leeann.morgan@wales.nhs.uk

**Facilities**

**General**

There is a hospital dining room and Costa Coffee cafe in the hospital. The staff room and facilities are shared with departmental staff.

**Study**

Students have access to the medical library, which has comprehensive facilities and computers. The radiology department has books and folders full of relevant information available for student reading, a student study area and PC facilities.

**Accommodation**

Accommodation is booked by Hcare student accommodation. A variety of accommodation is used within the Haverfordwest locality. The clinical lecturer is in a position to discuss possible options with students who wish to book accommodation themselves..

**Travel**

Travel Directions and other information will be provided by the clinical lecturer prior to the student’s placement.

**Powys Teaching Health Board**

**Ystradgynlais Community Hospital**

YCH is a small community hospital situated about 20 minutes north of Swansea. It comprises of two wards, a day unit an Minor Injuries, Outpatients, Mental Health, and a Midwifery centre. It also provides a central base for local district nurses and health visitors.

**Radiology Department**

YCH consists of one general x-ray room and two Ultrasound rooms. It also has a reporting facility for a visiting radiologist.

Student radiographers rotate here from Morriston Hospital.

Validated for 1 student per intake**.**

**Key Staff**

Superintendent Radiographer Fiona Osell

Link Radiographer Jo Irranca-Davies

**Useful Telephone Numbers**

Hospital Switch 01639 844777

X Ray Department 01639 846454

# Facilities

**General**

The students have access to all departmental facilities. The hospital has a dining area with coffee shop, which is open over a wide range of times.

No cash point facilities are available at the hospital. The nearest bank and cash point facilities are in Ystradgynlais town centre.

**Study**

Students may use several areas for study, primarily the reporting room when radiologist is not on site.

The post graduate library facilities are available with computer and internet access.

**Accommodation**

Accommodation is not currently available on site, students commute from Morriston.

**Travel**

Travel directions, and other information, will be provided by the clinical lecturer prior to the student’s placement.

**Brecon War Memorial Hospital**

BWMH is a small community hospital situated about 1 hour north of Cardiff. It comprises of three wards, three day units and 24 hour Minor Injuries; minor surgery and endoscopy; Outpatients, Physiotherapy, Podiatry, Community Paediatrics & Dentistry, Mental Health, and Speech & Language Therapy. There is also a midwife-led maternity unit on site. It also provides a central base for local district nurses and health visitors.

**Radiology Department**

BWMH consists of two general x-ray room and two Ultrasound rooms.

Student radiographers rotate here from Singleton Hospital.

Validated for 1 student per intake**.**

**Key Staff**

Superintentent Radiographer Fiona Osell

Link Radiographer Staff rotate from Ystradgynlais

**Useful Telephone Numbers**

Hospital switch 01874 622443

X-Ray Department 01874 615785

**Facilities**

**General**

The students have access to all departmental facilities. The hospital has a dining area with coffee shop, which is open over a wide range of times.

No cash point facilities are available at the hospital. The nearest bank and cash point facilities are in Brecon town centre, around a 10 minute walk; which also has shops, restaurants and other facilities.

**Study**

Students may use several areas for study.

**Accommodation**

Accommodation is not currently available on site; but will be provided at a suitable distance if requested.

**Travel**

Travel directions, and other information, will be provided by the clinical lecturer prior to the student’s placement.

# APPENDIX 2

# Clinical Portfolio Required elements

BSc (Hons) Diagnostic Radiography & Imaging

# Level 4

# Clinical Radiographic Practice 1

|  |  |
| --- | --- |
| **Portfolio Requirements:** | **CL SIgnature** |
| **Formative professional development Reflections on:** |
| One radiographer feedback form |  |
| At least one Continuous Professional Development event |  |
| Reflection on formative clinical chest assessment. |  |
| Evidence of engagement with departmental induction |  |
| Tutorial attendance register |  |
| **Summative - Pass/ Fail: Completion of** |
| All level 4 required clinical log book elements  |  |
| Clinical Competence Record |  |
| Clinical Competence Record |  |
| Mandatory Training - Handwashing & Infection Control Manual Handling BLS |  |
| Minimum required hours |  |

BSc (Hons) Diagnostic Radiography & Imaging

# Level 5

# Clinical Radiographic Practice 2

|  |  |
| --- | --- |
| **Portfolio Requirements:** | **CL Signature** |
| **Formative professional development Reflections on:** |
| One radiographer feedback form |  |
| At least one Continuous Professional Development event |  |
| Attendance and reflection on Reporting Session |  |
| Reflection on formative clinical theatre assessment. |  |
| Evidence of engagement with departmental induction |  |
| Tutorial attendance register |  |
| **Summative - Pass/ Fail: Completion of** |
| All level 5 required clinical log book elements  |  |
| Clinical Competence Record |  |
| Modality Objectives |  |
| Mandatory Training - Handwashing & Infection Control Manual Handling BLS Aseptic Non Touch Technique |  |
| Minimum required hours |  |

# Level 6

**Clinical Radiographic Practice 3**

|  |  |
| --- | --- |
| **Portfolio Requirements:** | **CL Signature** |
| **Formative professional development Reflections on:** |
| One radiographer feedback form |  |
| At least one Continuous Professional Development event |  |
| Attendance and reflection on Reporting Session |  |
| Attendance and reflection on MDT Meeting |  |
| Reflection on Advanced Practice Role |  |
| Evidence of engagement with departmental induction |  |
| Tutorial attendance register |  |
| **Summative - Pass/ Fail: Completion of** |
| All level 5 required clinical log book elements  |  |
| Clinical Competence Record |  |
| Mandatory Training - Handwashing & Infection Control Manual Handling BLS |  |
| Minimum required hours |  |

## APPENDIX 3

## Audit Process

|  |  |
| --- | --- |
|  | Cardiff UniversitySchool of Healthcare StudiesBSc(Hons) Diagnostic Radiography |
| Audit of Diagnostic Radiography Clinical Education Placements |

**Placement Learning is represented by the periods of the course which students spend in the clinical Radiology departments. During the three years of the course, each student will rotate through three radiography departments participating in the scheme. The students must complete a clinical year in one of the 3 major hospitals:**

* **University Hospital of Wales**
* **Morriston Hospital**
* **Royal Gwent Hospital**

**They can select from any other 2 hospitals.**

**The programme has been designed to allow interaction of academic studies with the clinical experience gained by the student. The programme consists of blocks of varying lengths, which enable the student to consolidate their practice. These periods also offer opportunities for the students to reflect upon and consider the application of the knowledge acquired during the academic blocks.**

**The total duration of the course is 142 weeks. Each academic year is divided into academic and clinical education blocks ranging from 4 -8 weeks in duration. There are academic and placement blocks and I clinical elective block within the total duration of the course. The annual block plan is designed so that only once during the year are 2 cohorts of students in the clinical department at any one time. During this block the third year students are required to enhance their own teaching skills by acting as mentors for the first year students.**

**Three Year Block Plan available in programme handbook**

2. Validated Places

**The school has requested that each department participating in the scheme is validated for a set number of student places:**

|  |  |
| --- | --- |
| Department | Student places per cohort |
|  | **Maximum number of students** |

3. Level Descriptors

**In placement the skill level of the student should be considered on an individual basis rather than their year of study. The following level descriptors define a minimum achievement linked to the learning outcomes for each module of study.**

3.1 Level IVI Descriptor

**The acquisition of basic skills and knowledge which acts as a foundation for subsequent learning. Evaluation and analysis is undertaken with guidance. Students begin to develop strategies in problem solving, leading to a grasp of the fundamental principles of diagnostic imaging. Whilst clinical education operates within closely defined guidelines, students will have the opportunity to evolve their skills through observation and practise.**

3.2 Level V Descriptor

**Application of skills and knowledge to problems encountered with evaluation and analysis being developed under minimal guidance. This will lead to a greater degree of confidence and autonomy, particularly in the clinical setting.**

3.3 Level VI Descriptor

**Thorough knowledge of subjects, applied to both academic and clinical settings through a process of reflection and synthesis. Within the clinical situation students will begin to act as competent and professional practitioners working autonomously as individuals within the healthcare team.**

4. Monitoring & Evaluation of Clinical Learning Environments

**A review process is carried out in order to monitor the clinical learning environment.** **The placement learning environments utilised by this scheme are monitored & evaluated in relation to the following criteria:**

* **provide a stimulating learning environment which enables the learning outcomes to be achieved;**
* **have sufficient numbers of clinical staff with a clear understanding of their roles and responsibilities in relation to the support of students and their education;**
* **are able to demonstrate ongoing staff training, to include a robust staff development programme;**
* **have an adequate level of facilities to support the given number of students;**
* **have clearly established lines of communication and liaison with the education provider;**
* **demonstrate compliance with current legislation including Health & Safety Legislation and IR (MER) Regulations.**

**The review process entails an annual audit of each clinical learning environment. The audit document is based on a number of identified, measurable standards related to two key processes:**

|  |  |  |
| --- | --- | --- |
|  | Annual Audit |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Environmental Process |  | Management Process |
| ***Audit of the clinical learning environment*** |  | ***Audit of the management of the student’s clinical education*** |

The Auditing Process

Cardiff University, School of Healthcare Studies

BSc( Hons) Radiography

Radiography Clinical Education Audit

|  |  |
| --- | --- |
| Audit Site |  |
| Number of beds |  |
| Total number of patients/year |  |
| Radiology Services ManagerClinical Lecturer  |
| Audit Period |  |
| Audit Team |  |

 Environmental Process

***Audit of the clinical learning environment***

|  |  |
| --- | --- |
| Give details of clinical rooms and equipment.Give details of any new equipment or amend as appropriate. |  |
| Room: | Equipment | Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

List of Staff who have completed PBL course

List of staff attending workshops at Cardiff

List of Staff attending departmental lunchtime Session

List of Staff that can provide Welsh language support or assessments.

Management Process

***Audit of the management of the student’s clinical education***

|  |
| --- |
| ACADEMIC STANDARDS |
|  | Yes | No | N/A |
| Named Clinical Lecturer based in the clinical department |  |  |  |
| Person responsible for student education and welfare based in the clinical department |  |  |  |
| Learning outcomes are achievable and appropriate |  |  |  |
| Student clinical progress is continually monitored |  |  |  |
| Awareness of current clinical practice demonstrated by Clinical Lecturer |  |  |  |
| The integration of theory into practice is promoted by Clinical Lecturer |  |  |  |
| The Clinical Lecturer supports the development needs of clinical staff in relation to student training needs. |  |  |  |
| The Clinical Lecturer is supported in their role by members of the academic & clinical team |  |  |  |
| System for communication between clinical and academic departments is apparent |  |  |  |
| Clinical staff are informed about changes in educational policy |  |  |  |
| Clinical Managers have the opportunity to communicate with and feed into the biannual Clinical Education Meeting |  |  |  |
| Minutes of the biannual Clinical Education Meetings are circulated to relevant staff |  |  |  |
| A planned orientation programme for new students is available |  |  |  |
| A student rota is available to clinical staff and students |  |  |  |
| Clinical staff have the opportunity to evaluate students and provide timely feedback |  |  |  |
| Clinical staff are aware of the learning needs of the students they supervise |  |  |  |
| Appropriate curriculum documents are available for clinical staff |  |  |  |
| Clinical staff have the opportunity to in-put into curricula development |  |  |  |

|  |
| --- |
| CLINICAL STANDARDS |
|  | Yes | No | N/A |
| Radiographer Tutorials – arranged as appropriate |  |  |  |
| Clinical Lecturer Tutorials – arranged as appropriate |  |  |  |
| Year 1 students – max number |  |  |  |
| Year 2 students – max number |  |  |  |
| Year 3 students – max number |  |  |  |
| Students have access to a:  |  |  |  |
|  Common room |  |  |  |
|  Changing area |  |  |  |
|  Study room |  |  |  |
|  Student notice board /information area |  |  |  |
| Phantoms |  |  |  |
| Students have access to:  |  |  |  |
| Information technology facilities |  |  |  |
|  Appropriate textbooks |  |  |  |
| Appropriate journals |  |  |  |
| Departmental protocols |  |  |  |
| Local rules |  |  |  |
| Trust policies and procedures |  |  |  |
| Equipment quality assurance programmes |  |  |  |
| With regard to diagnostic Radiographers: |  |  |  |
| Evidence of In-Service Education |  |  |  |
| Evidence of updating of clinical knowledge and skills |  |  |  |
| Clinical Assessors have attended an annual assessment workshop |  |  |  |
| Appropriate number of Clinical Assessors available |  |  |  |
| Evidence of a research culture |  |  |  |
| **Department complies with the Welsh Risk Management** **Standards** |  |  |  |
| Department complies with Equal Opportunities Policies |  |  |  |
| staff are available to assess in the Welsh language |  |  |  |

|  |
| --- |
| Staff Profile |
| Departmental Staff Groups (Actual W.T.E.) Please amend as appropriate | Numbers |
| Radiographers -  |  |
| Radiography Assistants + (Training) |  |
| Radiography Helpers  |  |
| Nurses |  |
| Relevant qualifications currently held or being studied by diagnostic Radiographers | Numbers of Staff |
| PhD (study) |  |
| MSc |  |
| MPhil |  |
| BSc |  |
| DCRT |  |
| DRI |  |
| DMU |  |
| PG Cert Ed |  |
| Society of Radiographers - Practice Educators Accreditation Scheme |  |
| Other: IM&L |  |

**AVAILABLITY OF INDICATIVE READING LIST:**

Audit Report

*Environmental Process*

*Management Process*

*Students Evaluations*

*Recommendations*

*Action Plan*

Objective 1

Objective 2

Objective 3

|  |
| --- |
| Clinical Auditor  ………………………………………………………………..Date……………………….. |
| Academic Auditor ………………………………………………………………..Date……………………….. |

|  |
| --- |
| Radiology Services Manager  ………………………………………………………………..Date……………………….. |

# APPENDIX 4

# Placement Learning Evaluation

 Cardiff University

School of Healthcare Sciences

BSc (Hons) Diagnostic Radiography & Imaging

Placement learning Evaluation

**Hospital:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Intake Year:** \_\_\_\_\_\_\_\_\_\_ **Date(s) of Clinical Placement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of completion of form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The purpose of this questionnaire is to give you the opportunity to provide feedback on your clinical placement. Your observations and reflections will help to evaluate the clinical component of the course and enable appropriate action to be taken.

Please answer all questions as independently and as honestly as possible by circling the appropriate number. Score each response using the following scale:

### VERY POOR POOR SATISFACTORY GOOD VERY GOOD

 **1 2 3 4 5**

**N/A - NOT APPLICABLE**

A space for brief comments is included to enable you to expand upon any areas you wish to highlight.

In addition you may feel able to offer specific comments on other aspects of your clinical education which are especially valuable, or where you feel improvements could be made. Please use the space at the end of the questionnaire for your comments and recommendations.

Thank you for your time and help. Please return the completed form to the appropriate Clinical Education Co-ordinator.

#### CLINICAL EXPERIENCE GAINED

How would you rate your clinical experience in terms of:

1. the time allowed for completion of the set objectives?
2. the range of techniques/ investigations undertaken?
3. patient contact time, e.g. communication, interaction etc?
4. the application of relevant theoretical knowledge?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Placement | Question A | Question B | Question C | Question D |
| 1\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5 N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A |
| 2\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A |
| 3\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A |
| 4\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A |
| 5\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A |
| 6\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A |
| 7\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A |
| 8\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A |
| 9\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A |

**PERSONNEL**

How would you rate your clinical experience in terms of:

1. being made to feel part of a working team?
2. approachability of staff, regardless of their grade/position?
3. the quality and effectiveness of assistance/instruction and feedback from supervising radiographers?
4. input and assistance from the clinical lecturers including tutorial sessions?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Placement | Question A | Question B | Question C | Question D |
| 1\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5 N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A |
| 2\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A |
| 3\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A |
| 4\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A |
| 5\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A |
| 6\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A |
| 7\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A |
| 8\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A |
| 9\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A | 1 2 3 4 5N/A |

**SUMMARY OF CLINICAL PLACEMENT**

How would you rate your overall impression of **each** clinical placement?

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Placement | SCORE  | Name of Placement | SCORE  |
| 1\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5  | 6\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5  |
| 2\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5 | 7\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5 |
| 3\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5 | 8\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5  |
| 4\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5 | 9\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5 |
| 5\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1 2 3 4 5 |  |  |

**Section 2**

**COMMENTS**

Please highlight positive aspects of your placement as well as suggestions for improvement in your clinical education.

**Section 3**

|  |
| --- |
| **ACTION PLAN ( to be completed by clinical lecturer)**  |

# APPENDIX 5

# Placement Feedback Form

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Name:****Level of study: 4 5 6** | **Hospital/Department:****Area:** |
| **Communication.** *Learning Outcome 1: To communicate effectively (recording and reporting) and form constructive relationships with service users, carers and colleagues.* |
| **Exceptional** | **Good** | **Borderline** | **Unacceptable/Fail** |
| Able to communicate at an exceptional level with service users / colleagues / carers / peers.  | Able to communicate well with service users / carers /colleagues /peers. | Able to communicate adequately with service users / carers /colleagues /peers.Some improvement over the placement. | Unable to communicate adequately with service users /carers / colleagues / peers.An unacceptable standardLittle improvement over the placement despite direction. |
| Comments & ExamplesListens to groups and can contextualise the speakers emotionsWith all grades of staff and all client groups eg childrenReceives compliments from client groups | Always introduces themselves to patient and can explain their role accurately but concisely | Communication with groups but does not always listen to responsesFrequently interrupts Speaks too quietly or lacks confidence | Does not take instructionQuestions radiographers practice inappropriately Uses unsuitable language within the department |
| Comments |  |  |  |
| **Health & Safety and Professional Appearance.** *Learning Outcome 2: To demonstrate an ability to work as a safe practitioner following national, local and professional policies and procedures.* |
| **Exceptional** | **Good** | **Borderline** | **Unacceptable/Fail** |
| Always adheres to national, local and professional policies and procedures. Always aware of the safety of self and others. | On most occasions adheres to national, local and professional policies and procedures. Is aware of the safety of self and others. | Usually adheres to national, local and professional policies and procedures. Some awareness of the safety of self and others. | Fails to adhere to national, local and professional policies and procedures despite direction. Lacks awareness of the safety of self and others. |
| Comment & ExamplesAlways Complies with uniform protocolBare from elbowsAlways wears dose monitorExhibits attention to detail | Always watches the client during the examination  | Requires prompting to adhere to hand washing protocol | Presents themselves in an unacceptable Manner |
| Comment |  |  |  |
| **Professional Manner/ Attitude.** *Learning Outcome 3: To present self professionally and adhere to professional guidelines treating services users, carers and colleagues with respect and dignity.*  |
| **Exceptional** | **Good** | **Borderline** | **Unacceptable/Fail** |
| Always behaves in a professional manner and adheres to professional guidelines and codes. Always treats services users, carers, colleagues and peers with respect and dignity. Act as a positive advocate and an ambassador for the profession.  | Behaves in a professional manner and adheres to professional guidelines and codes on most occasions. Treats services users, carers, colleagues and peers with respect and dignity on most occasions. Demonstrates the importance of professional identity. | Usually behaves in a professional manner and adheres to professional guidelines and codes. Shows awareness of the need to treat services users, carers, colleagues and peers with respect and dignity. Shows awareness of importance of professional identity. Some evidence of improvement and development during the placement. | Fails to behave in a professional manner and adheres to professional guidelines and codes. Lacks awareness of the need to treat services users, carers, colleagues and peers with respect and dignity. Shows little regard of the importance of professional identity. |
| CommentAlways Takes the initiative and looks for challenging examinationsActs with assertiveness | Takes the initiative  | Occasionally appears impatient with groupsSteps back in stressful situations Looks to supervisor for constant reassurance | Requires prompting regularly to engageAvoids workAvoids Menial tasksDoes not appear interested in modality  |
| Comments |  |  |  |
| **Organisation and Management***Learning Outcome 4: To adhere to organisational, legal, and professional policies and procedures while managing time and workload.* |
| **Exceptional** | **Good** | **Borderline** | **Unacceptable/Fail** |
| Always adheres to organisational, legal, and professional policies and procedures relating to managing time and workload at a personal and professional level. | On most occasions with few exceptions, adheres to organisational, legal, and professional policies and procedures relating to managing time and workload at a personal and professional level. | Usually adheres to organisational, legal, and professional policies and procedures relating to managing time and workload at a personal and professional level. Some evidence of improvement and development during the placement. | Fails to adhere to organisational, legal, and professional policies and procedures relating to managing time and workload at a personal and professional level.Excessively slow to complete tasks with no progression. |
| Remains calm under pressureRegularly attends CPD eventsCompletes assessments ahead of expected time | Completes assessments to time | Requires extra time to complete assessment | Frequently lateCannot relate to departmental protocols |
| **Comments to aid further development of professionalism:** |
| **Result:** | **PASS** | **FAIL** | **( Please circle)** |
| **Signature:** | **Date:** |

Additional information

**Marking**

Each learning outcome will be marked separately and given a grade of exceptional, good, borderline or unacceptable/fail.

Professional judgement should be relied upon to make the decision. This must be free of any prejudice. The overall result will be described as Pass or Fail.

To reach an overall pass there can be no more than 1 unacceptable/ failed learning outcome.

In the event of two or more unacceptable/failed learning outcomes in a placement, the learner is required to repeat the placement.

Only one unacceptable/failed score is permitted per learning outcome across each level. Where there are 2 unacceptable scores across a level, the 2nd placement becomes a fail and will need to be repeated.